

UNITED STATES DISTRICT COURT
Southern District of California
San Diego, California
Phone: (619) 557-6152 Fax: (619) 702-9911
www.casd.uscourts.gov

Pro Se Law Clerk

Vacancy Announcement #06-03

Position:	Pro Se Law Clerk
Closing Date:	March 17, 2006, or until filled
Starting Salary:	JSP 11/1 (\$55,053), JSP 12/1 (\$65,984) or JSP 13-1 (\$78,465)
Location:	San Diego, California

INTRODUCTION:

The United States District Court for the Southern District of California seeks applicants for the position of Pro Se Law Clerk. Judiciary employees serve under excepted appointments, are considered at will employees, and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, a tax-deferred savings plan, and a Flexible Benefits Program which includes medical care reimbursement, dependent care reimbursement, and commuter benefits reimbursement. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

REPRESENTATIVE DUTIES:

The Pro Se Law Clerk performs substantive screening of civil rights complaints and habeas corpus petitions filed by prisoners not represented by counsel, conducts research and assists the Court in preparing opinions and orders in these cases, and performs other chambers and administrative duties as required. This law clerk will report to the judge supervising the Pro Se Law Clerk program.

QUALIFICATIONS:

The successful candidate must be a law school graduate. To qualify for the position of Pro Se Law Clerk for the JSP-11/ level (\$55,053), the applicant must have one year of legal work experience after law school graduation. To qualify for the position of Pro Se Law Clerk for the JSP-12/1 level (\$65,984), the applicant must have two years of legal work experience and Bar membership. To qualify for the position of Pro Se Law Clerk for the JSP-13/1 level (\$78,465), the applicant must have three years of legal work experience, one of which must have been served as an elbow law clerk to a federal judge, and Bar membership. Extraordinary scholastic achievements in law school may be substituted for one year of legal work experience.

SKILLS:

Excellent knowledge of criminal law and procedure, constitutional law and/or civil rights law required. Ability to thoroughly and accurately research legal issues and communicate clearly, concisely and informatively in writing.

APPLICATION PROCESS:

Qualified candidates must submit a cover letter, a resume that includes their name, address, telephone number, education, work and salary history and a writing sample. The cover letter, resume, writing sample and all other supporting documentation should be sent to:

W. Samuel Hamrick, Jr.
Clerk of the Court
United States District Court
Attn: Human Resources
880 Front Street, Room #4290
San Diego, CA 92101

Email to: casd_hr@casd.uscourts.gov
Fax: (619) 702-9911

The best qualified candidates will be invited for an interview at their own expense.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER